



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Animal Control Officer
Class Code Number	6170

General Statement of Duties

Performs field patrol, investigations, and quarantine of animals to enforce City and State animal control laws; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to enforce City and State animal control laws through field patrol, investigation, and quarantine of specified animals. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an outdoors environment with possible exposure to vicious animals, rabies, and other diseases.

Examples of Essential Work (Illustrative Only)

- Captures, corrals, and rescues sick or injured animals whose owners are unknown and takes them to the veterinarian, including disposing of dead animals;
- Responds to questions and concerns from the public, including following up on complaints by contacting complainants, witnesses, and animal owners;
- Investigates complaints of dog bites, wildlife, nuisance, and cruelty complaints, including issuing citations or written warnings to violators when complaints are valid;
- Maintains complete and accurate logs and reports as required by Court and State entities, including gathering survey information for statistical purposes and compiling information for documentation and prosecution when needed;

- Establishes and maintains positive community relations through programs, demonstrations, and public assistance, including speaking at schools and other meetings, answering specific and general questions on animal care, and conducting media interviews;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of animal control rules and regulations, citation requirements, and related Police Department procedures and policies;
- Substantial knowledge of animal control techniques, including the trapping, tranquilizing, and handling of dangerous animals;
- Substantial knowledge of animal care, behavior, and personality characteristics;
- Substantial knowledge of legal issues and documents involved in animal control cases;
- Substantial knowledge of safety policies and procedures involved in the proper care of a variety of species;
- Ability to maintain complete and accurate logs, forms, and reports of animal control activities;
- Ability to catch, transport, and restrain animals without harm to self, animals, or other people;
- Ability to effectively interview and interrogate people;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED;
- One to three years previous animal care experience.

Required Special Qualifications

- Valid Class C California State Driver's license;
- Completion of specified State Humane Society course work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively when conducting interviews;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to collect evidence and review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a motor vehicle, detain a variety of animals, and operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a outdoor environment, with possible exposure to animal bites and infectious diseases.